


|   |  |                                     |                           |
|---|--|-------------------------------------|---------------------------|
|  | <b>Regulatory Standards Division</b>                           | <b>Document #:</b><br><br>QF 260.01 | <b>Revision:</b><br><br>3 |
| <b>Title:</b>   | <b>Contractor/Course Maintenance Revision/Development Form</b> |                                     | <b>Page 1 of 1</b>        |
| <b>REVISION HISTORY</b>   |  |                                     |                           |
| <b>Rev</b>  | <b>Description of Change</b>                                   | <b>Author</b>                       | <b>Effective Date</b>     |
| A   | Original   | JLA                                 | 06/03/2003                |
| 1   | Simplified Form, Re-defined terminology.                       | RDB                                 | 2/17/2006                 |
| 2   | Added date, clarified requirements                             | RDB                                 | 4/17/2006                 |
| 3   | Re-formatted   | RDB                                 | 6/05/2006                 |

|  |  |  |  |
|--|--|--|--|
| <b>Contractor/Course Maintenance<br/>Revision/Development Requirements for FY-</b>               |  |  |  |
| <input type="checkbox"/> 1 <sup>st</sup> Quarter   | <input type="checkbox"/> 2 <sup>nd</sup> Quarter | <input type="checkbox"/> 3 <sup>rd</sup> Quarter | <input type="checkbox"/> 4 <sup>th</sup> Quarter |
| <i>(Check Only One)</i>  |  |  |  |
| Please use a separate sheet for each requirement.  |  |  |  |
| Branch: _____  |  |  |  |
| <b>Branch Managers Approval:</b> _____   |  | Date: _____                                      |  |
| Course Name: _____   |  | Course Number: _____                             |  |
| Course Manager: _____  |  | Phone: _____                                     |  |
| Describe the specific task required, including deliverables to be completed by the contractor.   |  |  |  |
| Is this effort: <span style="float: right;"><i>(Check Only One)</i></span>                       |  |  |  |
| <input type="checkbox"/> Course Maintenance?   | <input type="checkbox"/> Revision?               | <input type="checkbox"/> Development?            |  |
| Will this task require a contract SME?   |  | <input type="checkbox"/> Yes                     | <input type="checkbox"/> No                      |
| If a FAA-provided SME is to be used, who will it be? _____                                       |  |  |  |
| Contractor's estimated hours:  | SME: _____                                       | ISS: _____                                       | TT: _____  |
| SME = Subject Matter Expert  |  | ISS = Instructional Systems Specialist           |  |
|  |  | TT = Training Technician                         |  |
| <a href="#">Click on any highlighted area to enter data – tab to move to the next text block</a> |  |  |  |